United Nations ST/SGB/2004/6

Secretariat

15 March 2004

Secretary-General's bulletin

Organization of the United Nations Office on Drugs and Crime

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the United Nations Office on Drugs and Crime,[1] promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletins ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and ST/SGB/2004/5, entitled "Organization of the United Nations Office at Vienna".

Section 2
Functions and organization

2.1 The United Nations Office on Drugs and Crime is established to implement the Organization's drug programme[2] and crime programme[3] in an integrated manner, addressing the interrelated issues of drug control, crime prevention and international terrorism in the context of sustainable development and human security.

[1] Prior to 1 October 2002 the Office was called "Office for Drug Control and Crime Prevention", which was established by the Secretary-General in accordance with his reform programme described in part two, section V, of document A/51/950, dated 14 July 1997.

[2] The United Nations International Drug Control Programme was established pursuant to General Assembly resolution 45/179 of 21 December 1990 as the body responsible for coordinated international action in the field of drug abuse control. The authority for the Fund of the Programme was conferred on the Executive Director by the General Assembly in its resolution 46/185 C of 20 December 1991.

[3] The Crime Prevention and Criminal Justice Programme was established by the General Assembly in its resolution 46/152 of 18 December 1991. Since 1997, the Programme has been implemented by the Centre for International Crime Prevention, which was established in accordance with the Secretary-General's reform programme described in part two, section V, of document A/51/950, dated 14 July 1997.

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2.2 Through its drug programme, the United Nations Office on Drugs and Crime:

(a) Serves as the central drug control entity with exclusive responsibility for coordinating and providing effective leadership for all United Nations drug control activities and serves as the repository of technical expertise in international drug control for the Secretariat of the United Nations, including the regional commissions, and other United Nations organs, as well as Member States, and in this capacity advises them on questions of international and national drug control;

(b) Acts on behalf of the Secretary-General in fulfilling his or her responsibilities under the terms of international treaties and resolutions of United Nations organs relating to international drug control;

(c) Provides substantive services to the General Assembly, the Economic and Social Council and committees and conferences dealing with drug control matters.

2.3 Through its crime programme, the United Nations Office on Drugs and Crime:

(a) Is responsible for carrying out activities in the field of international crime prevention and control; strengthening regional and international cooperation in preventing and combating transnational crime, in particular organized and economic crime, money-laundering, illicit trafficking in women and children, financial crimes and terrorism in all its forms; and promoting effective and fair administration of justice, with due respect for the rights of all those affected by crime or involved in the criminal justice system;

(b) Serves as the repository of technical expertise in the field of crime and terrorism prevention and criminal justice for the Secretariat of the United Nations, including the regional commissions, and other United Nations organs and acts on behalf of the Secretary-General in fulfilling his or her responsibilities under the terms of international instruments, standards, norms and resolutions in this field;

(c) Provides substantive services to the General Assembly, the Economic and Social Council and committees and conferences dealing with crime and terrorism prevention matters.

2.4 The Office is divided into organizational units as described in the present bulletin.

2.5 The Office is headed by an Executive Director, at the Under-Secretary-General level, who also serves as the Director-General of the United Nations Office at Vienna. The Executive Director and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3
Executive Director

3.1 The Executive Director is accountable to the Secretary-General.

3.2 The Executive Director is responsible for all the activities of the United Nations Office on Drugs and Crime, as well as its administration; represents the Secretary-General at meetings and conferences on international drug control and crime prevention; is responsible for coordinating and providing effective leadership for all United Nations drug control and crime prevention activities in order to ensure

coherence of action within the Office as well as the coordination, complementarity and non-duplication of such activities across the United Nations system; and acts on behalf of the Secretary-General in fulfilling the responsibility that devolves upon him or her under the terms of international treaties and resolutions of United Nations organs relating to international drug control or crime prevention.

3.3 The Executive Director may designate a Director in the Office as Deputy Executive Director to assist the Executive Director in the performance of his or her functions and to act as officer-in-charge during his or her absence.

Section 4
Office of the Executive Director

4.1 The functions of the Office of the Executive Director are combined with those of the Office of the Director-General of the United Nations Office at Vienna. The integrated Office of the Executive Director/Director-General is headed by a Chief, who is accountable to the Executive Director/Director-General.

4.2 The core functions of the Office of the Executive Director are as follows:

(a) Assisting the Executive Director in the overall executive direction and management of the United Nations Office on Drugs and Crime;

(b) Facilitating inter-office cooperation in the implementation of work plans and in administrative matters;

(c) Ensuring the timely implementation of decisions by the Executive Director and coordinating, for the Executive Director, inputs from all organizational units to the activities of the United Nations Office on Drugs and Crime.

Section 5
Division for Operations

5.1 The Division for Operations is headed by a Director who is accountable to the Executive Director.

5.2 The core functions of the Division are as follows:

(a) Developing, managing, implementing and coordinating technical cooperation activities of the Office in the areas of drug control, crime prevention and criminal justice at the national, regional and global levels through a network of field offices and assisting Governments in the development and implementation of programmes aimed at:

(i) Reducing illicit cultivation, production, manufacture, traffic and abuse of narcotic drugs and psychotropic substances and improving the effectiveness of measures for controlling the licit supply of drugs and precursor chemicals;

(ii) Effective institution-building, criminal justice reform and crime prevention and control strategies;

(iii) Balanced prevention, treatment and rehabilitation measures to prevent drug abuse as well as HIV, AIDS and crimes related to such abuse;

(iv) Action in the area of sustainable livelihoods to eliminate crop cultivation;

(v) Effective counter-narcotics and other anti-trafficking measures to suppress organized crime;

(b) Developing common standards for the exchange of drug-related and crime-related information and facilitating the exchange of such information among Member States, United Nations agencies and other international organizations;

(c) Providing a repository of technical expertise for drug control and crime prevention programmes and policy development;

(d) Elaborating strategic planning and information tools on drugs and crime;

(e) Providing operational support for terrorism prevention activities.

Section 6
Division for Treaty Affairs

6.1 The Division for Treaty Affairs is headed by a Director who is accountable to the Executive Director.

6.2 The core functions of the Division are as follows:

(a) Fulfilling, on behalf of the Executive Director, the responsibilities devolving upon the Secretary-General under the drug control, crime prevention and terrorism conventions and instruments as well as relevant intergovernmental resolutions;

(b) Performing the functions of secretariat of the Conference of the Parties to the United Nations Convention against Transnational Organized Crime and the Conference of the Parties to the United Nations Convention against Corruption;

(c) Providing secretariat and substantive services to the Commission on Narcotic Drugs, the Commission on Crime Prevention and Criminal Justice, the United Nations congresses on crime prevention and criminal justice and the International Narcotics Control Board in the execution of their functions;

(d) Providing advice and assistance to Member States on the implementation of resolutions and on the use and application of standards and norms;

(e) Monitoring the implementation of relevant treaty provisions, intergovernmental resolutions and decisions;

(f) Promoting adherence to the international treaties on drug control, crime prevention and terrorism and their effective implementation by States;

(g) Providing assistance to Member States in the implementation of relevant General Assembly resolutions and declarations related to action against terrorism;

(h) Providing advice on questions of international and national drug control, crime and terrorism prevention and providing support to the treaty-based functions of the Office;

(i) Coordinating the activities of the United Nations Interregional Crime and Justice Research Institute and ensuring cooperation with regional and affiliated criminal justice institutes.

Section 7
Division for Policy Analysis and Public Affairs

7.1 The Division for Policy Analysis and Public Affairs is headed by a Director who is accountable to the Executive Director.

7.2 The core functions of the Division are as follows:

(a) Promoting the image of the Office and coordinating its communication and public affairs activities;

(b) Coordinating strategic planning, policy development and analysis;

(c) Strengthening inter-agency coordination, in particular through the United Nations System Chief Executives Board for Coordination, and cooperation with other international organizations, the private sector and non-governmental organizations;

(d) Monitoring and analysing global drug and crime trends and related issues and serving as a repository of analytical and scientific expertise in drug control and crime prevention for the United Nations, Member States and other relevant international and national institutions;

(e) Promoting the exchange and dissemination of information among States and other entities by maintaining regular contacts with outside institutions, associations and universities;

(f) Coordinating publications and activities related to advocacy and research;

(g) Performing programme and project evaluations;

(h) Cooperating with the United Nations Interregional Crime and Justice Research Institute and coordinating the activities of the regional and affiliated institutes;

(i) Mobilizing resources, particularly for technical cooperation activities.

Section 8
Division for Management

8.1 The Division for Management is headed by a Director, who also serves as Director of the Division for Management, United Nations Office at Vienna. He or she is accountable to the Executive Director, and is also responsible to the Under-Secretary-General for Management for ensuring that all regulations, rules and instructions of the Organization are followed.[4]

8.2 The core functions of the Division are as follows:

(a) Advising the Executive Director and senior officials on management and administrative issues and providing direction and coordination with respect to

[4] The Director of the Division, like other directors of administration and executive officers, is accountable to the head of the Office as a partner in administration for programme implementation. Directors of administration and executive/administration officers are also accountable to the central administration for the appropriate utilization of resources, both human and financial.

matters concerning budgets, accounts, human resources and information technology for the United Nations Secretariat entities in Vienna;

(b) Representing the Executive Director on management and administrative matters in relation to governing bodies, United Nations common system inter-agency coordination machinery and inter-Secretariat consultative bodies;

(c) Providing financial services to the United Nations Office on Drugs and Crime and to other United Nations Secretariat entities in Vienna and maintaining liaison with the Office of Programme Planning, Budget and Accounts and Member States on financial matters and contributions; negotiating and administering cost-sharing arrangements for common and joint services between the organizations established at the Vienna International Centre; managing and controlling all regular budget and extrabudgetary funds, effecting all financial transactions and maintaining financial records;

(d) Developing and overseeing the implementation of human resources policies and managing the human resources of the United Nations Secretariat entities in Vienna, including policy direction, guidance, supervision and implementation of personnel policies;

(e) Providing information technology and substantive information management services for the United Nations Secretariat entities in Vienna and for the field offices of the United Nations Office on Drugs and Crime.

Section 9
Final provisions

9.1 The present bulletin shall enter into force on 15 March 2004.

9.2 Secretary-General's bulletin ST/SGB/1998/17 of 30 October 1998, entitled "Organization of the United Nations Office for Drug Control and Crime Prevention", is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General